

INTERNATIONAL UNIVERSITY OF HEALTH AND WELFARE SCHOOL OF MEDICINE

Special Entrance Examination for International Students Application Guidelines For Enrollment in April 2018 (First and Second Rounds)

Eligibility

Applicants must satisfy (1) to (4) of the following requirements.

- (1) Applicants must be those who have neither Japanese Nationality nor permanent residential status in Japan.
- (2) Applicants must either have completed 12 years of school education outside of Japan (Including those who are expected to complete them by March 31st, 2017), or must be those who satisfy equivalent conditions specified above and designated by the Japanese Minister of Education, Culture, Sports, Science and Technology. However, applicants who have spent no more than 3 years as a total during the 12 years school education, on studying at the elementary school, junior high school, high school, and lower & upper secondary school, which are certified by Japanese Basic Act on Education, are also eligible.
- (3) Applicants must be able to obtain residence permits for international students status mandated by Japan's Immigration Control and Refugee Recognition Act by the time of enrollment.
- (4) Applicants must have adequate command of English Language to attend lectures in that language. ※ As a reference guideline, it is preferable to have either at least 80 of TOEFL iBT scores or at least 6.0 of IELTS scores.

For the applicants for Special Entrance Examination for International Students, it is preferable to satisfy the following condition (5) in addition to Requirements (1) to (4) described above.

- (5) Applicants may choose to take "Examination for Japanese University Admission for International Students (EJU) " conducted by Japan Student Services Organization (JASSO). Submit the scores of BOTH "Science (two subjects selected from Physics, Chemistry, and Biology by applicants)" and "Mathematics (Course 2)", taken between June 2016 and November 2017.

※Subjects for the second phase screening may be partially exempted for applicants depending on their results of the first phase screening.

※If applicants have taken EJU more than once, they need to select one of the results among them.

※Please refer to the JASSO website for detailed information regarding EJU.

Enrollment Capacity

School	Department	Enrollment Capacity
Medicine	Medicine	20

※The enrollment capacity corresponds to the total number of successful applicants for First and Second Round of Special Entrance Examination for International Students.

Special Entrance Examination for International Students

Dates and Venues of Examination

Round of Examination	Dates	Venues	Application Period	Notification of Application Results	Enrollment Period
First Round	First Phase Screening	—	Between Thursday, August 3, 2017 and Thursday, August 17, 2017. (Online submission of application documents must be completed by the end of the specified period.)	Applicants will be informed individually by email by Friday, September 1, 2017	All the necessary documents for enrollment procedures must be postmarked on or before Friday, October 13, 2017
	Second Phase Screening	Saturday, September 16, 2017		Tokyo	
Second Round	First Phase Screening	—	Between Monday, November 27, 2017 and Monday, December 11, 2017. (Online submission of application documents must be completed by the end of the specified period.)	Applicants will be informed individually by email by Wednesday, December 27, 2017	All the necessary documents for enrollment procedures must be postmarked on or before Friday, January 26, 2018
	Second Phase Screening	Saturday, January 6, 2018		Tokyo	

【First Phase Screening】

- Results of the first screening will be determined based on the following documents submitted by applicants.

Screening Procedure	Screening Contents	Score Allocation
Document Review	1) Information described in the Entry Form 2) Objective Statement of Application 3) Activities and Awards Report 4) Graduation Certificate issued by a high school which the applicant graduated from (Certificate of Expected Graduation if the applicant is currently in school) 5) Academic Transcript issued by a high school which the applicant graduated from 6) Graduation Certificate issued by a university or a graduate school which the applicant graduated from, or Certificate of Expected Graduation if the applicant is currently in school, if applicable 7) Academic Transcript issued by a university or a graduate school which the applicant graduated from, if applicable 8) Resume (if the applicant has work experiences) In addition to the above documents, submission of the following documents (9-12 below) will be considered for additional points in screening processes. 9) Results of Examination for Japanese University Admission for International Students (EJU) * A copy of the examination voucher or the Score Report of an EJU test taken by the applicant during June 2016 and November 2017 to be submitted. ** Subjects for screening are Mathematics (course 2) and Science (two subjects selected from Physics, Chemistry and Biology) regardless of which languages the applicant has chosen to take. 10) Transcript of Japanese language examination, Japanese Language Proficiency Test (JLPT) 11) Transcript of English language examination, TOEFL or IELTS 12) Transcript of national unified examination at the time of either graduating high school or entering university in home countries (if applicable) ※ Applicants may additionally submit recommendation letters provided by persons who know them very well, if they have such references (optional).	Graded Evaluation

※1) Entry Form, 2) Objective Statement of Application, 3) Activities and Awards Report, 8) resume and recommendation letters (optional) described in the above table must be prepared either in English or Japanese.

※ 4), 6) Graduation Certificate or Certificate of Expected Graduation, 5), 7) academic transcripts, and 12) transcript of National Unified Examination must be accompanied by the translation either in English or Japanese.

【Second Phase Screening】

- The second phase screening will be conducted solely for the candidates passing the first phase screening.
- The final decision on admission will be made based on results of the first screening as well as results of the following examinations.

Subject Area	Subject	Duration	Score Allocation
Essay	—	60 minutes	Graded Evaluation
English	English (Computer-Scored Exam)	50 minutes	200 scores
Mathematics	Mathematics (Computer-Scored Exam)	80 minutes	200 scores
Science	Two subjects to be selected from the following three subjects (Computer-Scored Exam) ○Physics ○Chemistry ○Biology	80 minutes	200 scores (100 scores for each subject x 2 subjects)
Interview	Individual interview	About 30 minutes	Graded Evaluation

※ Detailed timetable for the second phase screening will be notified individually to the applicants who passed the first phase screening.
 Subjects for the second phase screening may be partially exempted for applicants depending on their results of the first phase screening.

※Applicants can choose either English or Japanese at the time of application for Mathematics, Science and Essay. (The examination of "English" will be conducted in only English language, and applicants cannot choose to take it with Japanese instructions.)

※Applicants can choose either English or Japanese language for Interview Session. Please be noted, however, that a part of Interview session in Japanese will be conducted in English.

※Applicants do not have to choose two science subjects at the time of application. They can decide two subjects from three within the test time on the day of examination.

※The scope of the examination of Mathematics and Science will follow that of the latest version of EJU (Course 2 for Mathematics). For the detail of EJU, applicants are recommended to check on the website of Japan Student Services Organization.

Visit JASSO Website
 Website: http://www.jasso.go.jp/ryugaku/study_j/eju/
 TEL: 03-6407-7457 FAX: 03-6407-7462 Email: aju@jasso.go.jp

Application Materials

Necessary application materials differ according to the applicant's eligibility. Applicants must carefully determine and prepare their required application materials.

Application Materials	Required Documents	Remarks
①Photo	◎	
②Objective Statement of Application	◎	
③Activities & Awards Report	◎	
④Health Questionnaire	◎	
⑤Graduation Certificate/Certificate of Expected Graduation of high school	◎	
⑥Academic transcript from high school	◎	
⑦Copy of passport	◎	
⑧Supporting documents for paying capacity	◎	
⑨Recommendation letters	○	Applicants who wish to submit
⑩Copy of Residence Card	△	Only applicants who live in Japan
⑪Resume	△	Applicants who have work experience
⑫Graduation Certificate/Certificate of Expected Graduation of university or graduate school	△	Applicants who graduated/expect to graduate university or graduate school
⑬Academic transcript from university or graduate school	△	Applicants who graduated/expect to graduate university or graduate school
⑭Score Sheet of TOEFL or IELTS	○	Applicants who wish to submit
⑮Academic Transcript of the national unified examination of applicant's country	○	Applicants who wish to submit
⑯Copy of EJU examination voucher	○	Applicants who wish to submit
⑰Transcript of JLPT	○	Applicants who wish to submit
⑱Academic Transcript and Certificate of Attendance at Japanese language schools	△	Applicants who have currently enrolled or graduated

※ ◎All applicants are required to submit ○Only applicants who wish to submit △Applicants are required to submit, if applicable

⇒Refer to the next page regarding application procedure, precautions of taking examinations, notification of acceptance, enrollment procedure, and declination of enrollment.

【Application Procedure】

1. Applicants are required to submit the documents listed in the table below.

Documents to be submitted		Remarks
①	Photo	Please attach an image data in JPEG format. ※The photo must be taken following the standards of photos for the application of passports (International Standards) and must be taken within the past three months before the application.
②	Objective Statement of Application *2 (Format on the website)	Please describe your motivations behind your application for IUHW School of Medicine and aspiration to become a medical doctor. ※Please make sure to write down the contents within the frame of the corresponding one page Word format.
③	Activities and Awards Report *2 (Format on the website)	Please fill in the form with your relevant activities and awards and attach supporting documents for items you listed in the form (certificate of achievement, newspaper/magazine, etc.) Applicant must submit the form even if there is nothing to fill in the form. ※ Only single supporting document per item is accepted, and it should be copied on an A4 paper (single-sided). ※Put the number (①~⑬) on the top right corner of the supporting document, and each number should correspond to the item on the form. ※Put an "X" next to the number (in the left margin) if you are unable to submit the supporting document to prove your activities, because it was lost, for instance.
④	Health Questionnaire *2 (Format on the website)	Please fill in the form with your health conditions at the time of application. ※ This document must be submitted by all applicants , however, you don't have to be seen in a hospital. Information described in this form does not affect your passing status in the entrance examination.
⑤	Graduation Certificate /Certificate of Expected Graduation of high school *1	Please submit "Graduation Certificate" or "Certificate of Expected Graduation" of a high school which the applicant graduated from. ※Please submit "Graduation Certificate" which has information about applicant's name, date of birth, year of enrollment, year of graduation, and name of the high school.
⑥	Academic Transcript from high school *1	Please submit "Academic Transcript" of a high school which the applicant graduated from. ※Please submit "Academic Transcript" which has information about applicant's name, date of birth, year of enrollment, year of graduation, name of a high school, and transcript of each academic year. ※If you have a history of transferring high schools, please submit "Academic Transcript" from each high school describing a transcript of each academic year for the period when you were actually enrolled.
⑦	Copy of passport	Please submit a copy of all pages of your past and current passports where any matters are stated and immigration stamps are given.
⑧	Supporting documents for paying capacity	Please submit supporting documents which certify Paying Capacity for all of the expenses while studying (such as a balance statement of a bank account owned by a defrayer of tuition fees and living expenses). ※Please submit supporting documents under the same name as a defrayer of tuition fees and living expenses. ※The amount covering student fees (Admission fee, Academic fee, Expenses for laboratory training and Facility equipment costs) and living expenses for the first year will be used as a guide of evidence of the minimum paying capacity.
⑨	Recommendation letter * 2 (optional)	Applicants may submit recommendation letters if they are able to obtain letters from someone who knows them well. The format of the recommendation letters can be arranged freely, but please make sure that the following information about Reference is clearly described in the letter; ①printed name and signature of reference, ②affiliation and job title of Reference, ③Address and telephonenumber of reference, ④Relationship between Reference and Applicant, ⑤Reasons for recommendation
⑩	Copy of Residence Card (Only applicants who live in Japan)	Please submit a copy of residence card describing the residence status and period of stay. ※You need to submit copies of both sides of the card.
⑪	Resume (Only Applicants who have work experience) * 2 (Format on the website)	If you have any working experience at the time of application, please write down your employment history (period of employment, job title, job description, etc.) following the "Notes for filling in the form" specified in the corresponding format on the website.

⑫	Graduation Certificate/Certificate of Expected Graduation of university or graduate school *1 (Only applicants who graduated/expect to graduate)	Please submit "Graduation Certificate" or "Certificate of Expected Graduation" of a university/a graduate school which the applicant graduated from. ※Please submit "Graduation Certificate" which has information about applicant's name, date of birth, year of enrollment, year of graduation, and name of the university/graduate school.
⑬	Academic Transcript from university or graduate school *1 (Only applicants who graduated/expect to graduate)	Please submit "Academic Transcript" of a university/a graduate school which the applicant graduated from. ※Please submit "Academic Transcript" which has information about applicant's name, date of birth, year of enrollment, year of graduation, name of a university/a graduate school, and transcript of each academic year.
⑭	Score Sheet of TOEFL or IELTS (Applicants who wish to submit)	If you wish to submit Official Test Scores for TOEFL and/or IELTS, please follow the instructions below. -TOEFL: Please make sure to submit Official Score Report. In doing so, please request the testing institution (ETS) to send an Official Score Report online directly to the Admissions Office at International University of Health and Welfare. (The Designated Institution (DI) Code Number for International University of Health and Welfare is B581.) Please indicate the above Code Number and follow the specified instructions in order to directly send the Score Report. -IELTS: Please make sure to submit Test Report Form (TRF). In doing so, please request the testing institution (British Council) to send an Official Score Report online directly to the Admissions Office at International University of Health and Welfare. ※Please indicate the highest scores for the same sort of qualification.
⑮	Transcript of a national unified examination in your home countries *1	If there is a national unified examination in your home countries when graduating from a highschool or entering a university and you wish to submit the transcript of the examination, please submit the copy of the transcript.
⑯	Copy of EJU examination voucher	Please submit a copy of the examination voucher of the session whose results are used for the application. ※Please submit the copy of the voucher only if you wish to do so (optional). ※Sessions of the EJU considered for the screening will be only those conducted in June 2016 and afterwards.
⑰	Transcript of JLPT	If you wish to submit Certificate of Result and Scores of Japanese Language Proficiency Test (JLPT), please submit the copy of the Certificate.
⑱	Academic Transcript and Certificate of Attendance at Japanese language schools	If you are currently enrolled or graduated from institutions for Japanese language education such as Japanese language schools or special programs at universities, please submit the copy of your transcript and certificate which certify your academic performance and attendance.

*1 Please attach a translated files in either Japanese or English for certificates in language other than these two languages. If the contents including subjects and grades are described using codes or abbreviations, please make sure to attach and include their explanations.

*2 Please make sure to submit documents in Japanese or in English.

※Applicants will be required to submit the original documents described in the table above such as various types of certificates, medical certificate, and recommendation letters, which is submitted through the entry form. Please make sure to keep their originals even after the application is submitted.

※If IUHW finds any mismatch between the described contents in the application documents and actual facts, IUHW may cancel the receipts of corresponding applications and/or their acceptance decisions enrollment approvals.

2. Fill in the necessary information in the entry form on the website, and attach documents for the submission.

●You can access the entry form through the banner on the website of IUHW School of Medicine at <http://narita.iuhw.ac.jp/igakubu/>

●Please be noted that there is a separate banner for each of the first round of the examination and the second round of the examination.

●Picture data for the attachment should be in JPEG format. Regarding other types of documents, Please upload the files on the entry form either PDF format or JPEG format using a scanners or digital camera.

●Regarding the Objective Statement of Application, Activities & Awards Report, Resume and Health Questionnaire, please download the specified format on the website (MS-WORD files), fill in the form, and upload the file through the entry form.

※In case there are any files you are not able to upload from the Entry Form on our website, you need to notify the IUHW School of Medicine Admission Office via email in advance and submit the documents by mail.

※We do not accept documents to be handed in by applicants at any of the contact points of IUHW.

3. Pay the entrance examination fee

●Please make a payment of the entrance examination fee of 15,000 JPY at the designated financial institutions specified below by wire transfer within one week after the announcement of successful results of the first phase screening, and send the copy of the receipt of payment as an attached file of the email to the Admission Office of School of Medicine.

●The email address of the Admission Office of School of Medicine is: med-admission@iuhw.ac.jp.

●Please pay for the bank transfer fee in addition to the entrance examination fee at the time of making the payment.

[Designated financial institutions for paying the entrance examination fee]

Payment of examination fee should be made to either of the following bank accounts.

Name of Bank: Chiba Bank

Branch Name: NARITA BRANCH

Branch Address: 828-50, Hanazaki-cho, Narita-shi, Chiba, 286-0033, JAPAN

Account Name: International University of Health and Welfare

Account Number: Savings Account 286-3996555

SWIFT Code: CHBAJPJT

Name of Bank: The Bank of Tokyo-Mitsubishi UFJ, Ltd .

Branch Name: AOYAMA DORI BRANCH

Branch Address: 1-1-1, Minami Aoyama, Minato-ku, Tokyo, 107-0062, JAPAN

Account Name: International University of Health and Welfare

Account Number: Savings Account 084-0296774

SWIFT Code: BOTKJPJT

※The entrance examination fee can be exempted when it is approved by IUHW, including applicants who are recommended by their government.

【Precautions for Taking the Examinations】

●IUHW will send an e-mail to inform Examinee's Number/ Date and time of Examination/ Location of Examination of the second phase screening instead of the admission ticket to the successful applicants of the first phase screening. Please make sure to print out the e-mail notification and bring it with you on the day of the second phase screening. This E-mail notification will be checked at the entrance of the examination hall as well as inside the examination room. Please be sure to bring the copy of the e-mail with you when you go outside of the examination room during the break time.

●Please be seated at the desk designated by the examinee's number by the end of entry time of the examination room. Applicants are not allowed to enter the examination room before the beginning of the entry time of the examination room.

●In principle, if applicants arrive more than twenty minutes late than the starting time of the examination, they are not allowed to take all of the subjects after the arrival. However, if late arrivals are due to any delays of transportations, taking examinations is approved if applicants can submit certificates of delay issued by transportation companies. (If applicants use their own cars and arrive late, they are not allowed to take examinations.)

●During the examination, you can put only writing materials (HB pencils • mechanical pencils • plastic erasers), a mobile pencil sharpener, a watch (watches which have functions of dictionaries, and calculation/communication are not included), and glasses. Applicants must not set the alarm on their watches . A stopwatch may only be used as a watch, but is not allowed to be used if you produces any sounds. Proctors may check the items if it is difficult to determine whether any particulon items have dictionary or calculation/communication functions.

●There may be no clock in the examination room. Also the time management of the examination will be conducted by a watch worn by proctors.

●During the examination, please make sure to switch off the instruments such as smartphones, mobile phones, PHS, and any other instruments which produce sounds after releasing their alarms, and put them inside the bags. Applicants are not allowed to take the examination by being equipped with them. Also applicants are not allowed to use them as watches. Please follow the directions provided by proctors regarding the handling of mobile phones and other similar devices on the day of the examination.

- In principle, applicants must not wear hats during the examination. And please don't wear clothes printed with alphabetical characters, maps and so on. If applicants are wearing these types of clothes, we may request them to take them off.
- Applicants are not allowed to leave the examination room once the examination starts until the end of the examination.
- Please follow the instructions provided by the proctors in the examination room.
- Please bring your own lunch with you as much as you can on the day of the examination.
- In principle, persons other than applicants are not allowed to enter the building and floors where the examination room is located.
- On the day of the examination, if applicants are affected by the infectious diseases which are designated by Japanese School Health and Safety Act as those which require out-of-school suspensions and not healed yet, they are in principle requested to refrain from taking the examination. However that if the applicants can obtain approvals from their school physicians or other physicians that the diseases will not have any threat of infection based on the symptoms, they may be permitted to take the examination. Even if applicants are requested to refrain from taking the examination due to the above described reasons, we will neither conduct an additional examination nor make any reimbursement of the entrance examination fee.
- If applicants have any physical disabilities, please contact the admission office of school of medicine beforehand and check special assistance necessary for taking the examination as well as cautions for studying at the school. Please be noted that applicants with physical disabilities may be required to submit doctor's certificates, because we may need to provide necessary arrangements depending on individual circumstances on the day of the examination and after the enrollment.

【Announcement of Examination Results】

<Announcement of the examination results of the first phase screening>

- The examination results will be informed individually to applicants by E-mail. For the successful applicants based on the first phase screening, we will send out an E-mail with information about the examinee's number/date and time of the examination/location of the examination instead of an examination voucher of the second phase screening. Please print out the E-mail and bring it with you on the day of the second phase screening.
- If applicants do not submit all of the required documents for the application, we will not make an announcement of the examination to them.

<Announcement of the examination results of the second phase screening>

- Admission decisions will be informed to applicants individually by E-mail, and for successful applicants, notices of acceptance and documents for enrollment procedures will be sent by mail.
- If applicants miss the day of the examination or do not take all of the necessary subjects, we won't make any announcement of examination results to these applicants.

【Enrollment procedures】

- For successful applicants of the second phase screening, the notice of acceptance, the guidelines of enrollment procedures, and documents of enrollment procedures will be sent by mail. Please follow the "guidelines of enrollment procedures" and complete the enrollment procedures.
- By making a payment of the student fee and submitting the documents for enrollment procedures during the period of the enrollment, the enrollment procedure will be completed. Successful applicants who do not complete the specified procedures, will be treated as those who withdraw their admissions.
- Those who completed the enrollment procedures will receive Admission Certificate from IUHW after the enrollment period.

【Declination of Enrollment】

- If you decline your enrollment to IUHW for some unavoidable reason after you completed the enrollment procedure, please send "Letter of the Enrollment Declining (the form is prescribed by IUHW and filed in the Guidelines of enrollment procedures)" and "Admission Certificate" by express registered mail.
- Only if IUHW receives the necessary documents for the declination of enrollment by 5:00 pm on Wednesday March 28th, 2018 (Japanese Standard Time), IUHW will make a reimbursement of student fees except the entrance fee.

※IUHW will not accept any withdrawal of admission via E-mail or Fax.

※For more detailed information, please check the "Guidelines of Enrollment Procedures" enclosed in the Notice of Acceptance.

【Information about Student Dormitory】

- Applicants who wish to enter the dormitory will be admitted to the dormitory after the screening of the applications. For more detailed information about the dormitory, please check "Information about Dormitory" which is also enclosed in the Notice of Acceptance.

Student Fees

- Please make payments of student fees (Admission fee, Academic fee, Expenses for laboratory trainings, and Facility & equipment costs) during the period of enrollment procedures.
- In addition to the student fees, students are required to pay an annual fee for IUHW educational supporting group (JPY 30,000) as well as set aside some savings expenses necessary for clinical trainings oversea (※see outside of the table below).
- The admission fee is only required for the first year. In the second year and afterwards, please pay the student fees except the admission fee every academic year.
- In principle, the student fees should be paid in full. However, the academic fee and expenses for laboratory trainings can be paid by installments at the time of the enrollment and in September after the enrollment (payment by installments). If the students wish to pay by installments, they will receive a payment notice sent out in July after the enrollment. Please make that part of the payment by September 30th.
- In addition to the fees described above, students need to prepare for expenses for textbooks, expenses for the clinical trainings including transportation, accommodation, and immunization, as well as expenses related to the preparation for the national examination for medical licenses.
- The admission fee will not be reimbursed for any reasons.

(JPY : Japanese Yen)

Academic year of Payment	First year			Second year and afterwards		
	Full	Installments		Full	Installments	
Timing of Payment	Enrollment Period	Enrollment Period	September	March	March	September
Admission Fee	1,500,000	1,500,000	-	-	-	-
Academic Fee	1,900,000	950,000	950,000	1,900,000	950,000	950,000
Expenses for Laboratory Training	600,000	300,000	300,000	600,000	300,000	300,000
Facility & Equipment Costs	500,000	500,000	-	300,000	300,000	-
Amount of Payment by Installments	-	3,250,000	1,250,000		1,550,000	1,250,000
Total Amount over One Academic Year	4,500,000			2,800,000		
Total Amount over The Six Years	18,500,000					

※Because "Clinical Training IV (Practice)" including the clinical trainings oversea is a compulsory subject, it is necessary to set aside 70,000 JPY every academic year for the expenses necessary for the clinical trainings oversea.

"IUHW educational supporting group", closely coordinating with the university, has been providing assistances for the realization of the educational objectives of the university and supports for IUHW students to spend meaningful and comfortable campus lives, and more specifically the group has been actively conducting the following activities.

1. Supports for students in terms of benefit packages
 - 1) Full supports for the expenses for taking health check services.
 - 2) Full supports for the insurance fees for "disaster and accident insurance for student education and research" (All of the students will participate).
 - 3) Full supports for the expenses of health insurance treatments when students will see doctors at one of the IUHW attached clinical institutions.
 - 4) Supports for accommodations at IUHW seminar house (accommodations owned by IUHW).
2. Supports for university events, club and circle activities, and facilities and equipment.
3. Support for job-hunting activities
4. Support for international exchanges and IUHW international students
5. Funding by the IUHW Student Support Scholarship Fund
6. Delivery of "IUHW", which is the university's public relation's magazine
7. Hosting gathering events of members and social gatherings of parents of IUHW students.
8. Supports for taking English Proficiency Examinations (such as TOEIC) conducted by an external organizations.